

MEMORANDUM FOR: Deputy Director for Resource Management  
Deputy Director for Collection Tasking  
Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology

FROM: Frank C. Carlucci  
Deputy Director of Central Intelligence

SUBJECT: Sensitive Document Control

1. Because of recent events I have directed a total and comprehensive review of all personnel security, physical security, and information control activities in the Agency. While this review will focus on our entire security program, its final conclusions and recommendations will take some time to develop.

2. Recognizing that the results of this review may produce significant changes in our security policies and procedures, there are certain actions in the security area that are being pursued immediately without waiting for the comprehensive study to be completed. One of these actions involves moving toward positive accountability for those classified documents uniquely and especially deserving of tight security controls due to the breadth of their contents or to their unusual sensitivity.

3. I hereby task each of you to review immediately your classified holdings to identify your extraordinarily comprehensive and sensitive materials, those obviously warranting especially strict controls. I am talking about that classified material, mostly Top Secret including some Sensitive Compartmented Information, which by its nature, if compromised, would be especially revealing, would have extraordinarily adverse impact on our national security or which would deliver a staggering loss of sensitive intelligence capability.

OS 8 2404/1

4. Having identified such materials within your purview I would expect you to institute immediately a system of personal accountability and segregated storage for such materials.

5. I also expect you to report to me on the actions you have taken on this matter no later than 15 September 1978.

/s/ Frank C. Carlucci

Frank C. Carlucci

cc: GC  
IG  
LC  
A/DCI/PA  
Compt  
D/EEO

Distribution:

Orig. & 5 - Addressees  
1 - DDCI  
1 - ER  
① - DDA  
1 - D/Security